

ITEMS PROHIBITED FROM BEING PURCHASED WITH A PROCUREMENT CARD

Instructional Software & Licenses
Computers
Copiers
Electronic Personal Assistants (i.e. Echo Dot, Google Home, etc.)
iPads & Tablets w/screen size 10" or larger
Gas, Fuel and Oil
Professional Services (speaker, consultant, trainer)
Alcoholic Beverages
Warehouse Items
Cell Phones/Service
Travel, Lodging, or Meals
Ride Sharing (i.e. Uber & Lyft)
Entertainment
Gratuities (Voluntary Add-Ons. Exception: Tip Is Automatically Included On Bill)
Tobacco
Personal Services (massages, manicures, hairdressers)
Gifts (Certificates & Cards)
Student Incentives
Jewelry
Fund Raising Materials
E-Reading Devices (Kindle, Nook, etc.)
Video Doorbells
Personal Items (such as coffee pots, fans, heaters, personal computer accessories)
Telephone Calls (personal)
Food from Restaurants (exceptions in Section R)
Food for Non-Instructional Purposes
Contracts (contract Procurement Department) Employee Incentives or Awards
Taxable Items
GPS Devices
Medical or Legal Services
Decorations and/or Decorative Furniture
Cash Advances
Purchases Outside Continental US

PROHIBITED PRACTICES:

- When using an ECPS Procurement Card, accepting incentives other than discounts from the vendor is not permitted.
- Furniture may not be purchased without first consulting Stacey Marshall, Procurement Specialist at SMarshall2@ecsdfl.us or 850-469-6208.

Refer to Section O. Violations for potential actions which may be taken in response to a Cardholder's failure to comply with the rules listed in this document.

Disclaimer: The prohibited items appearing on this list are not meant to cover every item that cannot be purchased with a Procurement Card. Good judgment must be used when determining whether a product falls into any of the categories listed above. For guidance on any potentially questionable item, please contact the appropriate Procurement Specialist.
